

Manage Time Zone

The first time you log on, you should set your time zone. The default is set for America/Chicago time zone. Therefore, you will need to change your time zone to match your location. You can also change the time zone to view the schedule if you will be traveling to another time zone to take the course.

Set Time Zone

► **To set your time zone:**

1. Click the **Profile** link at the top of any LLMS page.
2. From the **Time zone** list, choose your local time zone. All training activities and events display in your time zone.
3. Click **OK**.

Note: Be aware that the starting time and date listed for all learning activities in the LLMS interface are shown in your time zone.

Note: As of December, 2007, Lawson has not translated Lawson Learning content. Please, do not change the language preference.

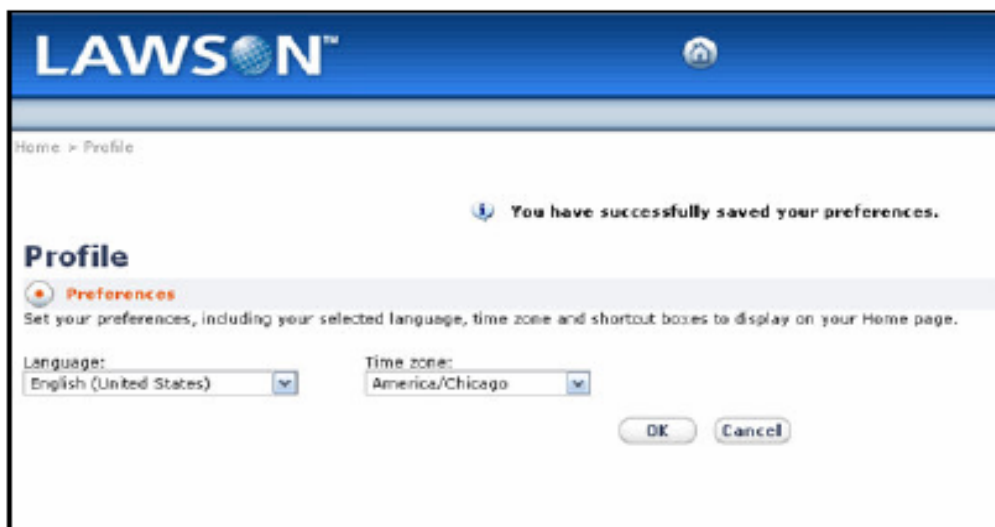


Figure 3: Set time zone

Learner Mode

Prepare to Attend Training in Another Time Zone

If you plan to travel to attend a class or workshop in a location outside of your time zone, you can, if you wish, adjust the start time to reflect the local time when you arrive in a new time zone. One way to do this is to select a new time zone in your profile to reflect the location you plan to visit. When you change your time zone setting, all dates and times in your upcoming training are automatically adjusted.

For example, if a New York City resident views a training event that is offered in Los Angeles at 8:30 a.m. PST, the New York resident will see the start time for this activity as 11:30 a.m. EST. If this person travels from New York to Los Angeles to attend the training, he can either change his time zone preference to Pacific Standard Time (PST), or remember to adjust the start time of the class to account for the local time in Los Angeles.